



INTERNATIONAL SOCIETY FOR KEY WOMEN EDUCATORS
DELTA KAPPA GAMMA

Georgia State Organization Standing Rules

Leading Women Educators Impacting
Education Worldwide

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Proposed Revision

1.0 Name

2.0 Objectives

3.0 Membership

3.1 General Membership

3.1.1 A member may submit a recommendation for membership to any chapter.

3.1.2 An active or reserve member who does not belong to a chapter because of geographic isolation shall be retained as a state organization active or a state organization reserve member. Status as a state organization member must be requested. State organization membership refers to the unit to which the member belongs.

3.2 Active Membership

3.2.1 An active member shall be a woman who is employed as a professional educator at the time of her election or has been retired from an educational position. An active member shall participate fully in the activities of the Society.

*The word employed as used in the Constitution, Article III B 1 is defined as currently hired by an employer and/or paid a salary or fee for specific educational services.

3.2.2 In the selection of a member, the definition of professional educator is interpreted to include one-to-one instruction as well as group instruction.

3.2.3 An active member who lives in an area where no chapter exists may be connected to a chapter through technology.

3.2.4 An active member who is no longer engaged in educational work shall retain her rights, privileges, and responsibilities as outlined in the Constitution.

3.3 Collegiate Membership

3.3.1 A collegiate member may participate in the activities of the Society except holding office.

3.3.2 A collegiate member may serve as parliamentarian since the position of parliamentarian is not an elected office.

3.4 Reserve Membership

3.4.1 A reserve member may participate in the activities of the Society except holding office.

3.5 Honorary Membership

3.5.1 In the selection of an honorary member, service shall be

- a. of local significance in the case of a chapter honorary member; and
- b. of statewide significance in the case of a state organization honorary member; and
- c. of national or international significance in the case of an international honorary member.

3.5.2 Any member, chapter, or state organization of the Society may submit a name for honorary membership.

3.5.3 An honorary member may participate in the activities of the Society except holding office.

3.5.4 An honorary member may serve as parliamentarian since the position of parliamentarian is not an elected office.

3.6 Attendance

3.6.1 Members who are traveling or who live away from their home chapters have the privilege of attending meetings of other chapters, state organizations, and regions.

3.7 Termination

3.7.1 The chapter shall record in the chapter minutes the names of members terminated, including the reason and date of termination.

4.0 Finances

4.1 Induction Fee

An induction fee of \$10.00 shall be required, at the time of induction, of all active and collegiate members. The inducting chapter retains \$7.50 and sends \$2.50 to the state treasurer.

4.2 Payment of Annual Dues

4.2.1 Each active, collegiate, and reserve member is required to pay annual dues and the scholarship fee.

4.2.2 International dues shall be: a. \$40.00 per active member; except those who have paid dues for life. b. \$20.00 per collegiate member. c. \$20.00 per reserve member; except those who have paid dues for life.

4.2.3 GSO dues shall be: a. \$10.00 per active member. b. \$5.00 per collegiate member. c. \$4.00 per reserve member.

4.3 Payment of Dues and Fees

4.3.1 The membership year is July 1-June30. A member shall pay annual dues and fees no later than June 30 for the following fiscal year.

4.3.2 For membership or reinstatement commencing between July 1 and December 31, the member shall pay induction fee (new members only), dues, and scholarship fees for the current year. For membership commencing on or after January 1, the member shall pay one-half the international membership dues. Chapter and state organization dues may be pro-rated as the chapter/state organization determines.

4.3.3. Immediately after receipt of dues, the state organization dues shall be sent to the state organization treasurer.

4.3.4. The international portion of the dues shall be sent to international between July 1 and September 30.

4.3.5. A member who fails to complete payment of international dues shall be dropped as of October 1.

4.4 Assessments

4.4.1 Only chapters may levy assessments.

4.4.2 A reserve or honorary chapter member is exempt from paying assessments.

4.5 Annual Scholarship Fee

4.5.1 The Society and each state organization shall maintain a scholarship fund for the benefit of members. A chapter may maintain a scholarship fund.

4.5.2 The scholarship fee (\$1.00) paid by a member shall be divided as follows:

- a. one hundred percent (100%) to the state organization fund if the chapter does not maintain a chapter scholarship fund or twenty percent (20%) to the state organization fund if the chapter does maintain a chapter scholarship fund.
- b. eighty percent (80%) retained by the chapter having a chapter scholarship fund

4.6 Grant-in-Aid

The term grant-in-aid may be designated to identify funding of service projects at the chapter level or for providing financial aid to:

- a. outstanding high school graduates entering teacher preparation programs.
- b. worthy college students completing their professional preparation to become teachers.
- c. non-members returning to the teaching profession.
- d. funds from the \$1.00 scholarship fee shall not be used for a grant-in-aid.

4.7 Emergency Fund Gift

The GSO gift to a member for one disaster is not to exceed \$300.00.

4.8 Fidelity Bond for State Treasurer

The amount of the fidelity bond shall be recommended by the GSO Finance Committee to the GSO Executive Board for approval.

4.9 Chapter Visitation

4.9.1 The state president shall be reimbursed by the state for visiting each chapter once per biennium. Joint chapter meetings are encouraged.

4.9.2. A state officer or past state president may visit a chapter at state expense, if requested by the state president.

4.9.3. The district director may visit each chapter in her district once per biennium at state expense.

4.10 Memorials

Gifts from the state treasury shall be given in memory of deceased international presidents and state leaders. These gifts will be given to special funds at the discretion of the state president and another state officer in the following amounts:

- a. Past or present International President - \$50.00
- b. Past or present state president - \$50.00
- c. State honorary member - \$10.00

4.11 State Convention Start-up Money

State shall advance \$2,000.00 from the Available Fund to the GSO Convention Committee as a start-up fund. This money is to pay for initial expenses. Should there be a surplus after all the state convention expenses have been paid, the surplus shall be returned to the Available Fund.

4.12 Non-dues Revenue

GSO chapters or vendors desiring to sell their Society items at meetings and conventions shall follow guidelines for Sale of Items at GSO Meetings established by the Leadership Development Committee. Income generated shall be used to support the Leadership Fund.

5.0 Organization

5.1 Purpose of Districts

The purposes of districts are to:

- a. Give added strength to the state organization.
- b. Disseminate state and international information to chapter officers and members.
- c. Create a closer fellowship among chapters and members.
- d. Encourage better attendance at all levels of Delta Kappa Gamma.
- e. Provide additional opportunities for leadership to Delta Kappa Gamma members.

6. Officers and Related Personnel

6.1 State President Elected by State Convention

6.1.1 The State President shall (in addition to duties listed in Bylaws Article VI):

- a. Send to the international executive coordinator the names of state committee chairmen (or of members responsible in the state organization for duties represented by international committees), names of chapter presidents, and other data as requested.
- b. Notify the international executive coordinator of changes during the biennium of state officers and committee chairmen or members responsible to the international body.
- c. Execute, with the executive secretary or treasurer, legal documents pertaining to the state organization. NOTE: A legal document may be executed only when it has been authorized by a state convention or the state executive board.
- d. Approve GSO publications and official correspondence before distribution.
- e. Guide chapter work through correspondence and visits.
- f. Plan and deliver training for incoming chapter presidents.
- g. Stimulate increased effectiveness of the Society and of the profession in the community.
- h. Direct expansion of the Society within the state in accordance with state executive board direction and in accordance with GSO Bylaws and Standing Rules.
- i. Plan, with the GSO Convention Committee, the program and activities for the state convention and make final decisions about convention activities.
- j. Make a report at the state convention.
- k. Appoint an official representative for meetings she is unable to attend. The order of preference for this appointment is: (1) first vice-president, (2) second vice-president, (3) one of the other officers. The official representative shall have full privileges of participation.
- l. Serve as member of the International Executive Board and attend Leadership Development and International Convention.
- m. Encourage members to participate in activities and opportunities of the Society.
- n. Oversee leadership development within the state organization.
- o. Encourage members who have sustained major losses from floods, tornadoes, hurricanes, and other catastrophic disasters to apply for the GSO and International Emergency Funds.
- p. Act with the advice and approval of the GSO Executive Committee, on matters that cannot be deferred until the next GSO Executive Board meeting.
- q. Be an ex-officio member, with vote, of all committees except the Nominations Committee. As an ex-officio member of a committee, the president has the same rights as

the other committee members but is not obligated to attend the meetings of the committees and is not counted in determining the number required for a quorum or whether a quorum is present with the exception of the Finance Committee.

r. Review/update the GSO Strategic Action Plan with the GSO Leadership Team annually.

s. Compile a GSO Leadership Team Manual to provide relevant information for the successful achievement of duties and responsibilities.

6.2 Chapter President Elected by Chapter Membership

6.2.1 The Chapter President shall (in addition to duties listed in Bylaws Article VI):

a. Check the file received from her predecessor for needed reports, forms, and supplies.

b. Attend meetings and workshops of the state organization and, whenever possible, the international conference and convention.

c. Execute, with chapter recording secretary and/or treasurer, legal documents pertaining to the chapter; a legal document may be executed only when it has been authorized by the chapter executive board and/or by the chapter membership.

d. Assume the responsibility of encouraging chapter activities which develop the leadership potential of each chapter member.

e. Assure that recognition is given to any chapter member who is serving as a state or International officer, committee chairman, committee member, or related personnel position.

f. Work with the chapter to plan the activities for the year.

g. Serve as an ex-officio member of committees with vote, except the nominations committee

h. Notify the state organization of changes of officers during the biennium.

i. Distribute biennial report forms and assure that they are returned on time to the persons designated to receive them.

j. Name an official representative for meetings she is unable to attend. The president is expected to appoint one of the vice-presidents.

k. Submit the names, contact information, and recommendation for assistance to the state president for those chapter members who have sustained major losses from floods, tornadoes, hurricanes, or other catastrophic disasters.

l. Complete Form 110 immediately after election to the state president, her district director, and International Headquarters.

m. Appoint (the in-coming chapter president) chapter committee chairmen and committee members. She shall send the committee chairmen's names and their contact information to district directors and state committee chairmen (listed in the GSO Leadership Team Manual).

6.3 State First Vice-President Elected by State Convention

6.3.1 The First Vice-President shall (in addition to duties listed in Bylaws Article VI):

a. Act in place of the state president when the need arises.

b. Perform those duties assigned to her by the state president or the executive board

c. Serve as the GSO Convention Committee member.

- d. Coordinate presentation of chapter presidents at state convention.
- e. Coordinate activities of district directors, Expansion and Chapter Support Committee and the Membership Committee to promote healthy chapters.
- f. Assist in planning for incoming chapter leadership training.
- g. Coordinate with district directors the selection of the A. C. E. (Award for Chapter Excellence) recipient, using the established criteria.

6.4 State Second Vice-President Elected by State Convention

- 6.4.1 The Second Vice-President shall (in addition to duties listed in Bylaws Article VI)
- a. coordinate and support the activities of the GSO Society Mission and Purposes Committees.
 - b. attend training held by the international EEC Committee and redeliver training as necessary.

6.5 State Recording Secretary Elected by State Convention

- 6.5.1 The Recording Secretary shall (in addition to duties listed in Bylaws Article VI):
- a. Compile minutes (in accordance with Robert's Rules of Order (latest edition) of each business meeting.
 - b. Record actions taken by the Executive Committee or Executive Board via electronic means and report actions at the next Executive Board meeting.
 - c. Serve as chairman of the Minutes Approval Committee.
 - d. Compile all Executive Committee, Executive Board and GSO State Convention approved minutes which shall be signed by the state president and recording secretary and filed in the GSO Office.

6.6 State Corresponding Secretary Elected by State Convention

- 6.6.1 The State Corresponding Secretary shall (in addition to duties listed in Bylaws Article VI):
- a. Be responsible for all electronic and written communication as approved by the state president to encourage effective flow of information.
 - b. Read correspondence at executive board meetings or state convention as directed by the state president.
 - c. Serve as chair of the Communications and Marketing Committee.

6.7 State Executive Secretary and State Treasurer Nomination and Selection

The State Executive Secretary and State Treasurer shall be selected by the State Executive Board members at the State Executive Board Meeting held during the State Convention. Candidate(s) for the office of State Executive Secretary and State Treasurer shall apply for the office during the designated application period for state officers by submitting a list of qualifications to the nominations committee. The Nominations Committee shall publish all the names of all applicants in the GSO News with the other officer nominations.

6.8 State Executive Secretary Selected by State Executive Board at State Convention

6.8.1 The State Executive Secretary shall (in addition to duties listed in Bylaws Article VI):

- a. Assist in the visitation of chapters and the organization of new chapters.
- b. Assist with the training of chapter officers.
- c. Assist state and chapter officers, committee chairmen, and members by serving as a consultant on matters of policy and procedures.
- d. Assist the president, officers, and committees in planning the state convention and other meetings.
- e. Assist in securing facilities with authority to contract and co-sign with the president for all accommodations.
- f. Maintain: a file of records and historical information for Georgia State Organization.
NOTE: Minutes and financial records are permanent records at state and chapter levels.
- g. Attend meetings of chapters and present programs as requested by the state president.
- h. Attend meetings at state level – committee meetings, district meetings, state executive board meetings, and state convention.
- i. Attend the international leadership development conference in odd-numbered years; including any sessions for executive secretaries.
- j. Attend the international convention; participate in the full convention, including leadership sessions for state organization officers.
- k. Attend the International Executive Board meetings as an ex-officio member, without vote.
- l. Request international to grant the charter for a new chapter.
- m. Notify International of dissolved chapters, certify their completion of dissolution requirements and return any dissolved chapter charters to International.
- n. Arrange for the purchase of the State President's pin, pins for officers and district directors, Achievement Award pins, Legacy pins, Rosebud pins, ACE pins and Leadership I, II pins with the approval of the Finance committee.
- o. Keep abreast of current affairs and information that relate to the work of the Society.
- p. Serve as an ex-officio member, without vote, on all State Standing Committees, except the Nominations Committee.
- q. Research minutes and budgets for clarification and for implementation of approved recommendations and amendments
- r. Serve as secretary of the Elise Boylston Memorial Foundation.
- s. Revise changes to GSO Manual and submit the revised publication for inclusion on the GSO website.

6.9 State Treasurer Selected by State Executive Board at State Convention

6.9.1 The State Treasurer shall (in addition to duties listed in Bylaw Article VI):

- a. Pay all bills by check after they have been approved by the state president.
- b. Present a report at each state executive board meeting and at the state convention.
- c. Maintain the Available Fund, the Scholarship Fund, the Leadership Fund and the Permanent Fund as separate bank accounts.
- d. Deposit all money in the name of Georgia State Organization, The Delta Kappa Gamma Society International, with the name of the treasurer on the signature card.

- e. Make transfers from the Available Fund to the Scholarship and Permanent Funds at the end of each month or at the end of the fiscal year. NOTE: All of the state organization's share of the scholarship fee goes into the Scholarship Fund. The amount to be transferred to the Permanent Fund is fixed by the Constitution, Article X, unless changed by the state executive board action. The Finance Committee should study the allocation and ratio and make recommendations to the state executive board.
- f. Prepare annually, before November 15, a Form 990 report for the Internal Revenue Service.
- g. Make an annual report on Form 16, received from International Headquarters in April or May, to the Business Services Administrator by September 1.
- h. Surrender the financial records to the State Finance Committee Chairman for an annual audit/financial review at the close of each fiscal year.
- i. Serve as a registered agent for GSO and file an annual report of the corporation with the Georgia Secretary of State.
- j. Provide on-going training and assistance to chapter treasurers as needed.

6.10 Chapter Treasurer

- 6.10.1 The chapter treasurer shall (in addition to duties listed in Bylaws Article VI):
- a. Collect the proper payment for inductees and report these payments promptly.
 - b. List names of members who are dropped on Form 18-A and send immediately to the state organization treasurer.
 - c. Deposit all chapter money in an insured account.
 - d. Pay by check the bills approved by the chapter president as authorized in the budget or through chapter actions.
 - e. Make an annual report on Form 15 to the state organization treasurer and the state organization president.
 - f. Surrender financial records for financial review/audit at the close of each fiscal year.
 - g. Complete and submit other required forms and payments as needed.

6.11 Parliamentary State and Chapter Level Appointed by President

- 6.11.1 The State Parliamentarian shall (in addition to duties listed in Bylaws Article VI:)
- a. Act as advisor to the officers and the members of her organization in matters pertaining to interpretation of the governing documents and to parliamentary usage.
 - b. Provide Rules of the Day and certify a quorum at all Executive Board meetings.
 - c. Support and advise chapter presidents and parliamentarians.
 - d. Chapter parliamentarian shall serve as an ex-officio member, without vote, on the Chapter Rules Committee.

6.12 History Editor Appointed

- 6.12.1 The History Editor shall (in addition to duties listed in Bylaws Article VI):
- a. Maintain the State History portion of the GSO website in collaboration with the GSO Webmaster.

- b. Request each chapter submit a chapter history report
- c. Ensure all elements of the GSO History Guidelines are posted to the GSO website each biennium and a copy provided for GSO Office.

6.13 Social Media Editor Appointed

- 6.13.1 The Social Media Editor shall (in addition to duties listed in Bylaws Article VI):
- a. Design and regularly maintain the Social Media pages for GSO in accordance with the “Guidelines for Digital Communications” (DKG GAPP).
 - b. Liaise with the state organization president and state organization committees to have current information and update it regularly and proactively.
 - c. Provide support for chapters setting up social media.

6.14 State News Editor Appointed

- 6.14.1 The State News Editor shall (in addition to duties listed in Bylaws Article VI):
- a. Solicit articles and information for publishing in the GSO News.
 - b. Compile, edit, and submit a copy of the GSO News to the state president for approval before publishing the News.
 - c. Upon approval, the editor shall arrange the publication of the GSO News.
 - d. Provide training and support for all chapter and state members in compliance with copyright laws.

6.15 State News Assistant Editor Appointed (If needed)

- 6.15.1 The State Assistant Editor shall (in addition to duties listed in Bylaws Article VI):
- a. Assist the GSO News Editor as directed.
 - b. Assume the duties of the GSO News should the editor be incapacitated.

6.16 Webmaster Appointed by the State President

- 6.16.1 The Webmaster shall (in addition to duties listed in Bylaws Article VI):
- a. Design and maintain the website for GSO.
 - b. Set up the website in accordance with the “Guidelines for Digital Communications” (DKG GAPP)
 - c. Liaise with the state organization president and state organization committees to have current information and update it regularly and proactively.

6.17 District Directors Elected by District Members in Respective District Meetings at State Convention

- 6.17.1 The District Directors shall (in addition to duties listed in Bylaws Article VI):
- a. Act as a catalyst for member involvement in helping to bring the state and international activities to the members at the local level.
 - b. Communicate regularly with chapter leadership to support and assist chapters.

- c. Assist in the planning and implementation of the Spring Leadership Training Conference.
- d. Visit each chapter in her district during the biennium or send a representative.
- e. Select, along with the GSO First Vice President, the recipient of the ACE (Award for Chapter Excellence) according to established criteria.
- f. Communicate with each chapter not represented at each state executive board meeting providing updates and encourage attendance.

7.0 Executive Board

7.1 State Executive Board shall meet twice a year, in the fall and spring in person or electronically.

7.2 If circumstances necessitate the Executive Board meet electronically, members shall be notified two weeks in advance and steps taken to ensure all members may simultaneously hear one another and participate during the meeting (DKG-GAPP “Guidelines for Electronic Meetings”).

7.3 If circumstances necessitate, the Executive Board may vote electronically with the voting results communicated to Board members after the voting date deadline and at the next regularly scheduled Executive Board meeting.

8.0 GSO Standing Committees Society Business Committees

8.1 Bylaws and Standing Rules Committee

8.1.1 composed of six (6) members, one from each district. (One member will serve as the chairman.) The state president shall be an ex-officio member with vote. The state executive secretary and the state parliamentarian shall be ex-officio members without vote.

8.1.2 develop and maintain bylaws and standing rules consistent with the Constitution for the governance of GSO and its chapters.

8.1.3 receive and review recommendations for proposed amendments to the GSO Bylaws and GSO Standing Rules and submit them for approval/rejection to the GSO Executive Committee for consideration by State Convention.

8.1.4 publish proposed amendments approved by Executive Committee in GSO News at least six (6) weeks prior to the state convention.

8.1.5 assure compatibility of chapter rules to the Constitution and the International Standing Rules and GSO Bylaws and Standing Rules by reviewing each chapter’s rules each biennium.

8.1.6 report changes in the Constitution and Standing Rules to the state executive board and chapter presidents.

8.1.7 include pertinent changes from international conventions into GSO Bylaws and Standing Rules.

8.1.8 provide chapter presidents a copy of the changes that affect GSO and publish changes on the state website (no approval of executive board is needed since changes come from International Headquarters).

8.1.9 provide guidelines and a checklist to chapters to facilitate updating of chapter rules.

8.1.10 encourage chapters to form a Chapter Rules Committee to keep chapter rules up-to-date and in compliance with State and International documents.

8.1.11 include the latest approved version of GSO Bylaws and Standing Rules on the state website.

8.1.22 make editorial changes as required in punctuation, numbering, and cross-referencing.

8.1.13 make other technical or conforming changes, as necessary, to reflect the intent of the convention decisions with the adopted amendments to the GSO Bylaws and Standing Rules.

8.1.14 submit the newly revised GSO Bylaws to the International Constitution Committee for review.

8.2. Communications and Marketing Committee – Appointed – Mandated

8.2.1 be composed of eight (8) members. The committee will include: The Communications Committee Chairman, the GSO News Editor, the History Editor, the Scrapbook Chair, the Social Media Editor, Webmaster, and the Technology Committee Chairman. The GSO Corresponding Secretary shall serve as chairman of the Communication and Marketing Committee. The state president shall be an ex-officio member with vote. The state executive secretary shall be an ex-officio member without vote.

8.2.2 conduct a Communications and Marketing training to incoming chapter officers and communications chairs.

8.2.3 maintain contact with all chapters to provide support and on-going training in the effective utilization of all forms of communication media.

8.3. Executive Board Meeting Arrangements Committee Appointed

8.3.1 be composed of up to six (6) members with one member serving as the reservation chair. The state president shall be an ex-officio member with vote. The state executive secretary shall be an ex-officio member without vote.

8.3.2 secure the location for the Executive Board meeting with the assistance of the Executive Secretary.

8.3.2 register attendees for Executive Board meetings and collect monies as required.

8.3.3 assist the president and parliamentarian in determining if a quorum is present.

8.3.4 secure meals for the attendees.

8.3.5 prepare facility for the Executive Board meeting and, at the meeting's conclusion, return the room to its original setting.

8.3.6 purchase materials or secure from the GSO office materials necessary for the Executive Board meeting. Return materials to GSO office, as necessary.

8.4. Expansion and Chapter Support Committee Appointed

8.4.1 be composed of six (6) members, one from each district. (One member will serve as the chairman.) The state president shall be an ex-officio member with vote. The state executive secretary shall be an ex-officio member without vote.

8.4.2 be responsible for the organization of a new chapter, with the approval of the state executive board as established in the GSO Bylaws (Article V Section D).

8.4.3 screen (chairman and sponsoring chapter) prospective members of the new chapter.

8.4.4 assist and support all chapters especially struggling chapters utilizing expertise and resources of the entire GSO organization.

8.5. Finance Committee Appointed and Mandated

8.5.1 be composed of seven (7) members. The committee will be composed of one (1) chairman appointed by the GSO President, the state president, the immediate past state president (ex-officio member with vote), the state treasurer, the state executive secretary (ex-officio member without vote) and two additional appointed members.

8.5.2 supervise the financial affairs, expenditures, and investments of the state organization in accordance with GSO Bylaws and Standing Rules and guidelines established by the Finance Committee.

8.5.3 prepare and present a budget for the upcoming biennium for the Available Fund to the GSO Executive Board for adoption.

8.5.4. provide for an annual review of the biennial budget and, if changes are made, present the amended budget to the GSO Executive Board for adoption.

8.5.5. receive from the state treasurer the financial records for the biennium and provide for an annual review/audit by the committee.

8.6. Leadership Development Committee Appointed

8.6.1. be composed of six (6) members, one from each district. (One member will serve as the chairman and one member shall supervise non-dues revenue activities). The state president shall be an ex-officio member with vote. The state executive secretary shall be an ex-officio member without vote.

8.6.2 establish Leadership Seminar I, II and III curricula.

8.6.3 provide at least one Leadership Development Seminar using the Leadership I & II Curriculum, following Leadership Fund guidelines established in the GSO Bylaws and Standing Rules.

8.6.4 solicit, review, and select participants to attend Leadership Seminar I and II.

8.6.5 plan and conduct a Leadership Development Seminar III once during the biennium.

8.6.6 plan and conduct a Leadership Institute if desired.

8.6.7 support and assist GSO in leadership training activities as requested.

8.6.8 monitor Leadership Fund in collaboration with the GSO treasurer.

8.6.9 explore, review, and solicit possible sources of non-dues revenue that will serve to provide additional revenue for the Leadership Fund.

8.6.10 establish and publish guidelines for prospective vendors; approve vendors at state meetings.

8.7. Membership Committee Appointed

8.7.1 be composed of six (6) members, one from each district if possible/assigned to represent otherwise. (One member shall serve as chairman.) The state president shall be an ex-officio member with vote. The state executive secretary shall be an ex-officio member without vote.

8.7.2 study and make recommendations related to membership concerns and challenges.

8.7.3 solicit and receive necrology reports from chapters and use information to complete, with the state treasurer, state necrology report to be submitted to international.

8.7.4 plan and observe the “Hour of Remembrance” at the state convention or at another designated time.

8.7.5 receive and evaluate the recommendations of persons proposed for state honorary membership.

8.7.6 plan and execute training for incoming chapter membership committee chairmen/interested members.

8.8. Minutes Approval Committee Mandated

8.8.1 be composed of the state recording secretary who serves as chair, the state president, the state executive secretary, and the district directors.

8.8.2 receive the minutes for editing within four weeks of a state executive board meeting and state convention from the recording secretary.

8.8.3 proof and return to the state recording secretary any necessary additions or changes within two weeks of receiving the minutes of the GSO Executive Board meetings and of the GSO Convention.

8.9. Nominations Committee Elected

8.9.1 be composed of six (6) members, one from each district. (One member will serve as the chairman).

8.9.2 select, from the current committee, the chairman for the following biennium by September Executive Board meeting. The selection must be made before soliciting nominations from the other five (5) districts. A member shall serve no more than two (2) consecutive biennia.

8.9.3 provide for election, in the second year of the state biennium, of state officers and state nominations committee members.

8.9.4 solicit applications for elective positions (officers and nominations committee members) from chapters and members. Each nominee must consent to her nomination.

8.9.5 publish names and qualifications of nominees for State Offices and applicants for State Executive Secretary and Treasurer in the issue of the Georgia State News prior to the state convention.

8.9.6 present nominees to the state organization convention. (Additional nominations may be made from the floor.)

8.9.7 prepare a ballot, if needed. (A ballot is only needed if there is a nomination from the floor.)

8.9.8 revise and use the rubric in selecting nominees.

8.9.9 follow procedures for nominations and elections as set forth in the Constitution, the

International Standing Rules, GSO Bylaws & Standing Rules.

8.10 SAP (Strategic Action Plan) Committee Appointed

8.10.1 be composed of **three** ~~six (6)~~ members ~~one from each district~~. (One member will serve as the chairman.) The state president shall be an ex-officio member with vote. The state executive secretary shall be an ex-officio member without vote.

8.10.2 revise the GSO Strategic Action Plan with input from the State Executive Board and the State Executive Committee.

8.10.3 monitor the implementation and progress of the plan.

8.10.4 train and assist chapters in the creation and implementation of chapter action plans.

8.11 Scrapbook Committee Appointed

8.11.1. be composed of **up to** three members. (One member will serve as the chairman.) Members will be appointed based on expertise as determined by the needs of the committee.

8.11.2 solicit contributions from officers, related personnel, committees, and chapter presidents for the contents of the state scrapbook.

8.11.3 publish the state scrapbook so it can be viewed by all GSO members with a copy for the GSO office.

8.12 State Convention Committee Appointed and Mandated

8.12.1 consist of **up to** six (6) members. (One or two members will serve as the chairman.) The first vice-president will serve as a member. Members will be appointed based on expertise as determined by the needs of the committee; therefore, district representation will not be a requirement. The state president shall be an ex-officio member with vote. The state executive secretary shall be an ex-officio member without vote.

8.12.2 prepare a budget that includes expected convention revenues and expenses. (GSO provides convention start-up money.)

8.12.3 locate and secure a site for the state convention (meeting space, rooming accommodations, and meals).

8.12.4 prepare promotional material, registration forms, convention schedule and evaluation forms.

8.12.5 publicize convention details utilizing GSO News and GSO website as well as direct communication to chapters.

8.12.6 prepare a convention summary (budget, schedule, evaluation findings) for use by the state convention committee for the next biennium.

8.13 Technology Committee Appointed

8.13.1 be composed of ~~three~~ **six (6)** members, ~~one from each district~~. (One member will serve as the chairman.). Members will be appointed based on expertise as determined by the needs of the committee. The state president shall be an ex-officio member with vote. The state executive secretary shall be an ex-officio member without vote.

8.13.2 recommend and facilitate use of software to streamline and increase productivity of state officers and committees.

8.13.3 review and publish in GSO News the latest trends in technology that would be of interest and useful to members

8.13.4 designate a member of the committee that monitors and serves as administrator of all GSO social media sites (i.e. Twitter, Facebook, etc.).

Society Mission and Purposes Committees

~~8.14 Educational Excellence Committee (EEC) Program of Work Appointed Committee Deleted~~

~~8.14.1 be composed of seven (7) members. The committee will include: the GSO Second Vice resident who serves as chair, the Personal Development Committee Chair, the Professional Development Committee Chair, the Educational Law and Policy Committee Chair, and the Global Impact and International/State Projects Global/Community Outreach Committee Chair.~~

~~8.14.2 encourage chapters to support international EEC goals through programs, projects, and activities.~~

~~8.14.3 provide training and support for chapters in developing programs and projects through workshops, written communications, and other media.~~

~~8.14.4 solicit, evaluate, and award certificates to recipients of Outstanding Chapter Program Award.~~

8.14 Educational Law and Policy Committee Appointed

8.14.1 be composed of **up to** six (6) members, ~~one from each district~~. One member will serve as the chairman, and one will serve as the U.S. Forum Liaison. The state president shall be an ex-officio member with vote. The state executive secretary shall be an ex-officio member without vote.

8.14.2 keep members informed of pending educational legislation at the national and state levels.

8.14.3 promote and increase the influence of Delta Kappa Gamma at the state and local levels.

8.14.4 plan and conduct a Day at the Capitol annually.

8.14.5 promote programs, projects, and activities that provide information about current issues in educational law and policy at state and chapter level.

8.14.6 promote the work of the U. S Forum.

8.15 ~~Global Impact and International/State Projects~~ Global/Community Impact Committee Appointed

8.15.1 consist of **three members**. ~~six (6) members, one from each district~~. One member will serve as chairman. The state president shall be an ex-officio member with vote. The state executive secretary shall be an ex-officio member without vote.

8.15.2 promote on state and chapter levels International Funds and projects (such as but not limited to World Fellowship Fund, CTAUN, Schools for Africa, Supporting Early-Career Educators).

8.15.3 promote and recognize outstanding chapter projects.

8.15.4 promote and implement any adopted state project.

8.16 Personal Development Committee Appointed

8.16.1 be composed of **up to six (6) members**. One member will serve as the chairman. The state president shall be an ex-officio member with vote. The state executive secretary shall be an ex-officio member without vote.

8.16.2 plan and host during the biennium a Delta Hostel activity. (This is a GSO activity planned for learning, leisure, and fellowship.)

8.16.3 promote members' contributing to DKG Fine Arts Gallery.

8.17 Professional Development Committee Appointed

8.17.1 be composed of up to six (6) members. (One will serve as the chairman.) The state president shall be an ex-officio member with vote. The state executive secretary shall be an ex-officio member without vote.

8.17.2 hold a professional growth seminar or workshop in person or electronically open to members and non-members on a current educational issue.

8.17.3 promote international and GSO opportunities for professional growth (such as, but not limited to, International and GSO scholarships, International Educational Foundation awards, DKG Ignite, Cornetet Awards, Elyse Boylston Memorial Foundation awards).

8.17.4 promote programs, projects, and activities that encourage the professional development of members at state and chapter levels.

8.17.5 foster interest and participation within the state organization in activities designed to improve the professional status of women educators.

8.17.6 encourage members to cooperate in professional affairs activities with other groups having common goals.

8.17.7 promote the accomplishments of educators who reflect positive images for the profession.

8.17.8 promote members' submissions to DKG Publications.

8.18 Scholarship Committee Appointed

8.18.1 be composed of six (6) members, one from each district. One member will serve as the chairman. The state president shall be an ex-officio member with vote. The state executive secretary shall be an ex-officio member without vote.

8.18.2. consult with the Finance Committee for the number of scholarships and the amount of each scholarship to be awarded annually.

8.18.3 award three annual scholarships (GSO Bylaws XI Section E) in the amount of \$2,000.00 each or award scholarships for add-on certifications for \$1,000.00 as funds are available. The total amount shall not exceed \$8,000.00 per biennium. The committee will adhere to the Scholarship Eligibility Requirements (GSO Manual).

8.18.4 publicize and encourage members to apply for state and international scholarships.

8.18.5 solicit and evaluate applications, selecting and notifying the recipients to receive state scholarships (recipients will be invited to attend the meeting where the presentation is to be made).

8.19 State Achievement Award Committee Appointed

8.19.1 be composed of **up to** six (6) members, one from each district. One member will serve as the chairman. The state president shall be an ex-officio member with vote. The state executive secretary shall be an ex-officio member without vote.

8.19.2 select an Achievement Award, Legacy Award and Rosebud Award recipient each biennium.

8.19.3 solicit nominations and select the recipient for each award in accordance with the eligibility requirements (GSO Manual). The committee shall have the privilege of recommending members for each of the awards.

8.19.4 The recipients shall receive the Achievement Award pin, Legacy Award pin or Rosebud Award pin.

14.0 Elise Boylston Memorial Foundation of Georgia State Organization

14.1 The Board of Trustees shall act as the agent of the Elise Boylston Memorial Foundation of the State to review each restriction or condition which may be put on any gifts and accept or reject the gift. If the Board determines that the restriction or condition does not conform to the purposes of the foundation, the board will so inform the donor so that the restriction or condition can be modified to conform to such purposes and still effectuate, to the extent possible, the desire of the donor.

14.2 Publications of GSO may be used to assist the Elise Boylston Memorial Foundation of GSO in promotional efforts.

14.3 The GSO Treasurer shall serve on the Elise Boylston Memorial Foundation Board of Trustees and shall be listed with the Secretary of State, State of Georgia, as the registered agent for the Elise Boylston Memorial Foundation of Georgia State Organization.

14.4 The GSO Executive Secretary shall serve as secretary.